

GUIDELINES FOR IMPLEMENTATION OF THE SPOT SAFETY IMPROVEMENT PROGRAM

December 9, 2013

Funding limitations and Federal Percentages:

Projects will be funded on state routes or at intersections with state routes only. Cost and scopes shall be limited pending on funding type and funding availability. However, the integrity and safety of the state roadway system will be the first consideration on all projects. Overruns on projects that are let to contract through TDOT will be completely funded by the program.

Eligible Activities:

<u>Type of Work</u>	<u>Federal Percentage</u>
• Signalization	100%
• Intersection Modification w/o Signalization	80%
• Sight Distance Modification	80%
• Adding Turn Lanes	80%
• Adding Turn lanes w/o Signals	80%
• School Flashing Signals	100%
• Flashing Beacons	100%
• Acquisition of Land	80%

Under special circumstance, other activities may be approved for funding.

- Traffic signals at the entrances to New or Expanded Commercial Development are not eligible for funding with Spot Safety Improvement Program funds. These types of projects may be developed and let by local governments.

Implementation Guidelines:

- This program is developed by the RTE (Regional Traffic Engineer) in his/her region or by the PSO (Project Safety Office). The work funded under this program may involve local roads only, when they require adjustment or improvements at the intersection with a state route.
- The RTE or the PSO should make an effort to primarily address locations in agencies of fewer than 50,000 in population with special emphasis on those with fewer than 5,000 in population. The RTE should also encourage local governments to report opportunities in their jurisdictions that meet the criteria of the program. The RTE should also include the Local Guidelines with every application he/she sends to a local government.
- The RTE or PSO is encouraged to independently submit applications for state route locations in the region that have not been reported by another agency.

- The program will address projects that are within 200' feet of a rail-highway grade crossing on a case-by-case basis. The state will pay the match for this program.
- It is the intent of the program to only address safety-related issues.
- Turn lanes that are being constructed simultaneously with the construction of the school can be done by the contractor building the school if the turn lanes are advertised for bids and let in accordance with TDOT's procedures. TDOT will continue to contract with local governments rather than school districts.

Application Guidelines:

- Applications for those projects recommended by local agencies must be signed by local elected officials (county executive, county road superintendent or mayor). Applications presented by TDOT Regional Traffic Engineer, Regional Director, and Maintenance Engineer must be signed by the presenter.
- Every application must include map of locations, with beginning and ending log miles.
- Include all available crash data, cost estimates and all supporting documentation available.

- All applications should be submitted by the RTE to the TDOT Project Safety Office at Suite 1000, James K. Polk Bldg., 505 Deaderick St. Nashville, Tn. 37243-0341.
- In case of locally-recommended projects, the application must be accompanied by a positive recommendation from the RTE. This recommendation can be written on the Spot Safety Improvement application form for simple projects, such as signalization with no accompanying work. We would appreciate receiving memorandums of recommendation for more complex projects.
- Signalization projects must include signal warrants and turning movement counts.
- Application should indicate who is to do the work. (Note: TDOT will design and let or construct with state maintenance forces all projects except school flashing signals and flashing beacons. If the RTE has knowledge that the local government has hired a consultant prior to application, that information must be included on the application. Likewise, if the local government has made arrangements to let the project, that information should also be included).
- The program will pay for preliminary engineering.
- The program will pay for right-of-way acquisition.

Note:

Most Spot Safety improvement projects will fall under the blanket environmental categorical exclusions and will not require a field review. However, some more complicated projects may be outside the scope of the blanket clearances. The description of the project should be sufficiently detailed to allow a reasonable assessment of the environmental clearance needed.

Reimbursement Guidelines

- Projects will be billed and reimbursed in the same manner as any other TDOT-managed, federally-funded projects.

Program Guidelines

- The program will be reviewed not less often than every three years to determine changes in eligibility, funding and procedure. This review shall be held jointly with the RTE, Spot Safety Improvement Committee, Local Programs Development and the Executive Directors.
- Results of this review shall be published as changes and/or addendum to these guidelines.
- Any changes made during the three-year period will be communicated in writing as changes are made to these guidelines.
- We will review the program in December of 2016.